

**ENGINEERING AND RELATED SERVICES
NOVEMBER 12, 2010**

**STATE PROJECT NO. 700-99-0566
RETAINER CONTRACT FOR
SPEED STUDY AND REVIEW
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Ms. Jody Colvin

All inquiries concerning this advertisement should be sent in writing to Debbie.Guest@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will perform speed studies for state owned roadways. The studies will start with the interstates and then will focus on our major and minor arterials. DOTD currently does not have a database for speed limits and speed studies. This retainer will develop that along with the speed study data. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The services to be rendered for this Retainer Contract shall consist of the following:

TASK 1.0 PROJECT MANAGEMENT

A. Initial Meeting

- 1) A meeting with the Department and the Consultant will be held at the beginning of each task order. The purpose of this meeting is to establish procedures, deliverables, and schedules. If crash reports will be needed, directions on where to retrieve the reports and how to present them will be given. The Consultant will prepare the minutes of the meeting for review by the attendees.

B. Other Meetings

- 1) The Consultant will attend meetings requested by the Project Manager during certain stages of the project.

C. Written Plan

- 1) A written plan describing the limits to study, the location of the speed data, and a timeline to perform the needed work will be provided by the Consultant. This plan shall be dependent upon the classifications and inventory from the DOTD Needs Database. The Consultant will submit the written plan to the Project Manager for review.

D. Monthly Reports

- 1) Monthly progress reports will be prepared by the Consultant to ensure that the project schedule is being kept. The report shall include a progress chart indicating percent of time elapsed and percent of work completed. The report shall include changes in project schedule. The report may include a discussion of the previous month's progress, problems that were encountered, unresolved issues, and anticipated work for the next month.

Deliverables:

- a) The Consultant will attend the project initiation meeting and other meetings as requested by the DTOE and/or the Project Manager.
- b) Minutes of the meeting will be provided by the Consultant for review by attendees.
- c) A written plan as described above will be provided by the Consultant.
- d) A monthly progress report shall be submitted by the Consultant to ensure that the project schedule is being kept.

TASK 2.0 DATA COLLECTION

A. 24-hour Speed Data

- a. A 24-hour traffic volume count sessions shall be conducted as defined in the approved plan from Task 1.0. This count shall occur on a Tuesday, Wednesday or Thursday or a combination of those days.

B. Driveway Data

- a. The number of driveways per mile shall be recorded and classified as residential or commercial for each section as determined in the initial meeting.

C. Inventory

- a. A spreadsheet and a map shall be prepared illustrating the sections according to classification, lanes, and ADT. There shall be at least one count per section and possibly more depending on the length and development of the section.
- b. A map shall be developed with schools, sidewalks, paths, crosswalks and on street parking for the area.

D. Crash Analysis

- a. Summary of crash reports and/or
- b. Crash collision diagram.
- c. The crash rate shall be compared to the state average for the locations.

E. 85th percentile Speed Study

- a. The Consultant shall calculate the 85th percentile, 50th percentile, and 10 mile per hour pace speed as determined by EDSM VI.1.1.1 (Warrants for the Establishment of Speed Zones).
- b. A map indicating the existing speed limit, the study location, and a 85th / 50th percentile location identifier shall be created.
- c. A motor vehicle speed study tabulation form and a spot speed study cumulative frequency curve form showing the speed of the vehicles measured. The spot speed study cumulative frequency curve form also should show the 85th and 50th percentile speeds along with the 10 mile per hour pace.

F. Follow-up Meeting

- a. The Consultant will schedule a meeting with the Project Manager to discuss the information gathered at this stage of the project.

Deliverables:

- a) Crash summary and/or crash collision diagram (if required)
- b) A map indicating the existing speed limit, the study location, and a 85th / 50th percentile location identifier in pdf format and driveways per mile. An example will be provided by DOTD
- c) A table indicating the number and type of driveways per mile per section
- d) A motor vehicle speed study tabulation form and a spot speed study cumulative frequency curve form showing the speed of the vehicles measured in pdf and Excel format. The spot speed study cumulative frequency curve form also should show the 85th and 50th percentile speeds along with the 10 mile per hour pace.
- e) A map indicating the existing speed limit and the study location
- f) A map indicating schools, sidewalks, paths, crosswalks and on street parking for the area.
- g) A chart illustrating the crash rate vs the state crash rate

- h) A map indicating the existing speed limit and the 85th percentile speed
- i) The Consultant (the Principal and the team working on the project) will attend the Follow-up meeting and minutes of the meeting will be provided by the Consultant for review by attendees.

TASK 3.0 CHIEF ENGINEERS ORDERS

- A. A report shall be prepared discussing the layout, geometrics, roadway, volume, crash data, development and number of driveways per mile per parish.
- B. The Consultant shall write up the new speed limits in the form of the Chief Engineer Order once the decision has been made by the Project Manager. (An example will be provided)

Deliverables:

- a) Chief Engineer Orders

TASK 4.0 SPEED LIMIT DATABASE

- A. Database
 - a. The Consultant shall create a database to track and map the speed limits across the state. The Chief Engineers orders shall be attached.

Deliverables:

- a) Electronic copy of database

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

- 1. MUTCD
- 2. Engineering Directives and Standards Manual (EDSM)

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$1,500,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

ITEMS TO BE PROVIDED BY DOTD

DOTD may provide copies of or access to Chief Engineer orders, maps, surveys, plans, right-of-way information and/or any other pertinent information if available. It shall be the responsibility of the Consultant to review these documents and collect any required information at the applicable DOTD office. Items to be obtained from DOTD may include, but is not limited to the following:

- Crash data
- Existing Chief Engineers Orders
- Examples of deliverables format

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or a responsible member of the Prime-Consultant must be a Professional Traffic Operations Engineer (PTOE), registered in the State of Louisiana.

3. The Prime-Consultant must also employ on a full-time basis or through the use of a Sub-Consultant a responsible member with a minimum of five years experience in speed data collection.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;**
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. *

*All respondents will receive a 4 for this category.

**The Traffic Analysis and Design (TR) performance rating will be used for this project.

Complexity level (moderate)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie Guest – Ex officio
2. Jody Colvin – Project Manager

3. Peter Allain
4. John Eason
5. Steve Strength
6. David Backstedt

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a

Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **700-99-0566**, and will be submitted **prior to 3:00 p.m. CST on Wednesday, December 1, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1889

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.